



# Position: Production and Administration Associate

Chamber Music Charleston is a nonprofit performing arts organization dedicated to developing the audience for classical music through chamber music concerts and educational programs of the highest caliber. Chamber Music Charleston produces approximately 25 individual House Concerts, 6 large scale concerts at the Dock Street Theatre and Sottile Theatre, 3 Salon Series Concerts (at SC Society Hall), and 3 Classical Kids Concerts, in addition to special events.

## Who we are looking for:

The Production and Administration Associate has excellent communication skills, is extremely organized and detail oriented. The individual will engage with many constituents including patrons and students. The candidate must be able to lift moderately heavy items (to physical set up for concerts). The ideal candidate will have the ability to learn and execute a variety of activities essential to the successful implementation of CMC's concerts.

## Qualifications:

- Strong interest in classical music and learning how to produce concerts
- Reliable transportation
- Excellent organizational, communication, and collaboration skills
- Ability to multi-task and problem solve
- Ability to successfully use such computer programs as Google, Microsoft, and Adobe tools.
- Ability to respond to emails promptly

## Responsibilities include:

**Assist with House Concerts** (intimate afternoons and evenings of chamber music for audiences of 25-40 in the private homes of Downtown Charleston, Bishop Gadsden, and Kiawah Island)

1. Arrive at home approximately 1 ½ hours prior to the concert start time and set up for concert
  - a. Minimally move furniture in house where concert will take place
  - b. Bring in folding chairs from minivan and arrange in concert area
  - c. Assist in bringing in and setting up reception items as requested
2. Help check in guests if required
3. Remove chairs and place back into minivan after concert, then put furniture back in place

## Complete additional administrative tasks as required, including:

1. Assist in development and implementation of marketing materials to attract audiences to various concerts
2. Manage Box Office at select CMC concerts
3. Update CMC database

**Reporting to:**

The Production and Administrative Associate will work closely with the Artistic Director, Sandra Nikolajevs and others identified and approved by the Artistic Director.

**Hours:**

The Artistic Director will work with the Production and Administrative Associate to determine the schedule of hours, but this will be an hourly position. The starting salary for this position is \$20-\$25/hour commensurate with experience in general. This position is for the 2023-2024 concert season (September – May) with the possibility for renewal.

Chamber Music Charleston is an Equal Opportunity Employer. Qualified applicants will receive consideration for employment without regard to race, color, religion, sex, age, disability, military status, national origin or any other characteristic protected under federal, state, or applicable local law. We are also a drug and smoke free workplace.

**Application process:**

Applications will be accepted until this position is filled. Resume and cover letter may be sent to [sandra@chambermusiccharleston.org](mailto:sandra@chambermusiccharleston.org). Applicants may choose to submit an optional video introduction no longer than 5 minutes in which they further discuss their goals, background, and interests in lieu of a cover letter. No phone calls, please.

**CMC 2023-2024 PRODUCTION AND ADMINISTRATIVE ASSISTANT IN-PERSON DATES**

(additional remote work may be added, as agreed upon)

The Production and Administrative Associate must be available for at least 80% of the following services:

**Production Assistant - House Concerts**

*Arrive in general 1hr 30 min prior to concert start time to assist in moving furniture, unload and set up chairs. During concert, complete misc. administrative assistant tasks. After concert, put chairs back into van and put furniture back into place.*

*Each concert day is approximately 3-5 hours of work. Travel stipend may be added for concerts that require a travel time of more than 30 minutes.*

1. Wednesday, September 6, 2023 at 7pm. Bishop Gadsden House Concert. Location TBA
2. Thursday, September 7, 2023 at 7pm. Bishop Gadsden House Concert. The Marterer Residence, 563 Quay Circle
3. Sunday, September 10, 2023 at 2 and 4pm. Downtown House Concert. The Strauss Residence, 9 New Street
4. Monday, September 11, 2023 at 7:30pm. Downtown House Concert. Edmondston-Alston House, 21 East Battery
5. Tuesday, September 12, 2023 at 7pm. Kiawah Island House Concert. The Jalbert Residence, 18 Surfsong
6. Wednesday, November 8, 2023 at 7pm. Bishop Gadsden House Concert. The Clark Residence, 700 Quay Circle, Apt 709
7. Thursday, November 9, 2023 at 7pm. Bishop Gadsden House Concert. Location TBA
8. Sunday, November 12, 2023 at 2 and 4pm. Downtown House Concert. The Liebergall Residence, 25 Legare Street
9. Monday, November 13, 2023 at 7:30pm. Downtown House Concert. The Hanahan Residence 43 Legare Street
10. Tuesday, November 14, 2023 at 7pm. Kiawah Island Concert. The Early Residence, 206 Sand Fiddler Court

11. Sunday, January 28, 2024 at 2 and 4pm. Downtown House Concert. Location TBA
12. Monday, January 29, 2024 at 7:30pm. Downtown House Concert. Location TBA
13. Tuesday, January 30, 2024 at 7pm. Kiawah Island House Concert. The Collar-Brown Residence, 194 Sanderling Court
14. Wednesday, February 21, 2024 at 7pm. Bishop Gadsden House Concert. Emge Residence, 600 Quay Circle #610
15. Thursday, February 22, 2024 at 7pm. Bishop Gadsden House Concert. Emge Residence, 600 Quay Circle #610
16. Wednesday, April 24, 2024 at 7pm. Bishop Gadsden House Concert. The Stewart Residence, 600 Quay Circle Unit 602 Thursday, April 25, 2024 at 7pm. Bishop Gadsden House Concert. The Read Residence, 3096 Bishop Gadsden Way
17. Sunday, May 5, 2024 at 2 and 4pm. Downtown House Concert. 20 South Battery
18. Monday, May 6, 2024 at 7:30pm. Downtown House Concert. The Schneider Residence, 2 Concord Street
19. Tuesday, May 7, 2024 at 7pm. Kiawah Island House Concert. The Carpenter Residence, 36 Surfsong

#### **Box Office:**

*Arrive 1 hour prior to start of concert and remain in place until start of concert. Can attend concert.*

1. Sunday, September 24, 2023 at 3pm. Dock Street Theatre. **BOX OFFICE**
2. Friday, October 13, 2023 at 7pm. West Ashley Theater Center. **BOX OFFICE**
3. Thursday, November 9, 2023 at 7pm. **BOX OFFICE**
4. Sunday, January 14, 2024 at 3pm. Dock Street Theater. **BOX OFFICE**
5. Friday, February 23, 2024 at 7pm. West Ashley Theater Center **BOX OFFICE**
6. Sunday, March 24, 2024 at 3pm. Dock Street Theatre **BOX OFFICE**
7. Friday, April 26, 2024 at 7pm. West Ashley Theater Center **BOX OFFICE**

#### **Additional optional education and outreach events**

1. Friday, September 15, 2023 in Summerville. Time TBA. On this day we have rehearsals at Sottile and also a major, free event outdoors in Summerville. Will need assistance most likely between 4-9pm.
2. Education Manager opportunity: assist with CMC TWO events at West Ashley Theater Center on
  - a. Sun. Sept. 10 (morning coachings)
  - b. Sun. Sept. 17 (morning coachings)
  - c. Fri. Sept. 22 (7pm masterclass)
  - d. Sun. Oct. 1 (morning coachings)
  - e. Tues. Nov. 7 (special event 10am-2pm)
  - f. Thurs. Nov. 9 (evening concert)
  - g. Fri. Nov. 17 (evening concert)
  - h. More dates tba in Spring